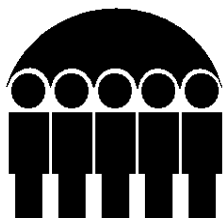


Revised October 23, 2001

Employees' Manual
Title 20
Chapter B Appendix

OFFICE OF COMMUNICATIONS APPENDIX



Iowa
Department
of
Human Services

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Authorization to Take and Use Photographs, Form 470-0060

Purpose	<p>The purpose of form 470-0060 is to ensure that clients' rights are not violated by using their photographs in Department publications, slide shows, videotapes, public service announcements, or other projects that could be viewed by the general public.</p>
Supply	<p>Print the form from the on-line manual or photocopy the sample in the printed manual.</p>
Completion	<p>A person who takes a photograph of a client must obtain the client's permission:</p> <ul style="list-style-type: none">◆ Before photograph is taken.◆ Each time a publication is reprinted.◆ Each time a photograph is used for publication other than the one stated on the original release. <p>This includes:</p> <ul style="list-style-type: none">◆ Employees who are taking photos for Department publication or other projects which could be viewed by the general public.◆ Someone outside the Department who takes a photograph of a Department client for publication. <p>When a new release must be obtained, other Department personnel may be asked to secure a release for the photographer. If someone outside the Department takes a photograph, the worker who deals directly with the client should secure the release.</p>
Distribution	<p>When the Department takes and uses photographs, submit an original of this form to the Office of Communications. Employees may keep a copy for their files.</p> <p>Employees may retain the original of this form when it accompanies the release for an outside agency or organization.</p>
Data	<p>The form includes:</p> <ul style="list-style-type: none">◆ The purpose for which the photograph may be used.◆ The owner of the photograph.◆ A waiver of Department liability for the use of the photograph.

Authorization to Take and Use Photographs of Minor or Ward, Form 470-0064

Purpose	The purpose of this form is to ensure that clients' rights are not violated by using their photographs in Department publications, slide shows, video-tapes, public service announcements, or other projects which could be viewed by the general public.
Supply	Print the form from the on-line manual or photocopy the sample in the printed manual.
Completion	<p>A person who takes a photograph of a Department client who is a minor or the ward of another person must obtain the parent's or guardian's permission:</p> <ul style="list-style-type: none">◆ Before photograph is taken.◆ Each time a publication is reprinted.◆ Each time a photograph is used for publication other than the one stated on the original release. <p>This includes:</p> <ul style="list-style-type: none">◆ Employees who are taking photos for Department publication or other projects which could be viewed by the general public.◆ Someone outside the Department who takes a photograph of a Department client for publication. <p>When a new release must be obtained, other Department personnel may be asked to secure a release for the photographer. If someone outside the Department takes a photograph, the worker who deals directly with the client should secure the release.</p>
Distribution	When the Department takes and uses photographs, submit an original of this form to the Office of Communications. Employees may keep a copy for their files. Keep the original of the form when it accompanies the release for an outside agency or organization.
Data	<p>The form includes:</p> <ul style="list-style-type: none">◆ The name and relationship of the minor or ward.◆ The purpose for which the photograph may be used.◆ The owner of the photograph.◆ A waiver of Department liability for the use of the photograph.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

October 23, 2001

GENERAL LETTER NO. 20-B-AP-7

ISSUED BY: Director's Office

SUBJECT: Employees' Manual, Title 20, Chapter B Appendix, **OFFICE OF COMMUNICATIONS APPENDIX**, Title page, revised; Contents (page 1), revised; and pages 1 and 2, revised; and the following forms:

470-0060 *Authorization to Take and Use Photographs*, revised
470-0064 *Authorization to Take and Use Photographs of Minor or Ward*, revised

Summary

This chapter is revised to reflect current forms and the new style of manual format. Forms formerly used in conjunction with the CIDS and Mini-CIDS systems are deleted. The *Work Request* and *Contact Notation* forms also are no longer in use and are deleted.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages and form from Employees' Manual, Title 20, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title page	July 15, 1980
Contents (page 1)	February 2, 1982
Adm-4113-0	1/81
1	January 13, 1981
2	July 15, 1980
Adm-4114-0	7/80
Adm-4115-0	8/81
3	February 2, 1982
4, 5	July 15, 1980
Adm-4116-0	None
Adm-4117-0	7/80
6	January 13, 1981

<u>Page</u>	<u>Date</u>
Adm-4118-0	1/81
Adm-4119-0	2/81
7	February 3, 1981
8	February 8, 1981
Adm-4120-0	8/81
Adm-4124-0	8/81
Adm-4125-0	8/81
Adm-4126-0	8/81
Adm-4127-0	8/81
Adm-4128-0	8/81
Adm-4129-0	8/81
Adm-4130-0	8/81
Adm-4131-0	8/81
Adm-4132-0	8/81
Adm-4133-0	8/81
Adm-4134-0	8/81
Adm-4135-0	8/81
Adm-4136-0	8/81
Adm-4137-0	8/81
9-15	February 2, 1982
Adm-4138-0	8/81
Adm-4214-0	8/81
Adm-4212-0	8/81
Adm-4213-0	8/81
Adm-4215-0	8/81
Adm-4216-0	8/81

Additional Information

Discard any remaining supplies of these forms. Print or photocopy supplies of the revised forms as needed. Refer any questions about this general letter to your regional administrator.